EAR Completion Checklist

The following is a list of requirements to complete the EAR for submittal to CalRecycle.

To submit the EAR to CalRecycle, each of the following sections listed below must be completed. Once each section is completed, the 'red' crossed checkmark will be replaced with a 'green' checkmark.

- Rural Petition for Reduction in Requirements
- Newly Incorporated Cities (Unincorporated counties and Regional Agencies Only)
- Disposal Rate Calculation
- Calculation Factors
- Disposal Rate Accuracy
- Planning Documents Assessment
- Summary Plan Assessment
- Siting Element Assessment
- Areas of Concern / Conditional Approvals
- SRRE and HHWE Diversion Programs
- Additional Information
- Large Venues and Events
- Mandatory Commercial Organics Recycling

After clicking the submittal button, any section that is incomplete will still display a 'red' crossed checkmark. For any red checkmark appears in the list above, simply go back to that section, and make corrections next to any field marked with a red asterisk "*"

Rural Petition for Reduction in Requirements

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Newly Incorporated Cities (This section is only applicable and available to Unincorporated Counties and Regional Agencies)

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must complete the additional information as requested to complete the section:
- City Name
- Date of Incorporation
- Population at Date of Incorporation

If needed, you can add more than one city. Select Edit and Save for each new city. To delete a city, select Edit and then the X next to each city.

Disposal Rate Calculation

The Disposal Rate Calculation section allows you to make adjustments to the jurisdiction's default disposal rate calculation data, which will adjust the calculated disposal rate (pounds/person/day). You can modify the following factors for the calculation:
- Report Year Disposal Amount (tons)
- Disposal Reduction Credits (e.g., disaster waste, medical waste, out-of-state export that is diverted)
- Report Year Transformation (tons)

You are required to select the "Edit" button and the "Save" button to complete this section, even if there is no adjustment to the calculation or the factors indicated above. By saving the record, you acknowledge that you have reviewed and adjusted any factors necessary, or accepted the default calculation. Please note: If you need to provide a narrative response regarding any related issues with the accuracy of these factors or the calculation, you will enter information in the Disposal Rate Accuracy section of the Electronic Annual Report.

Calculation Factors

Based on changes that may have been made to the calculation on the Disposal Rate Calculation page, one or more of the check boxes may have been selected for you. You will also have the option to select any box that was not pre-selected.
- If the reporting-year disposal amount was changed, the alternative disposal tons box will automatically be checked.
- If a disposal reduction credit was entered the 'deductions to DRS disposal tonnage' box will automatically be checked.
- If there was green material used as ADC based on the annual DRS report, that box will be automatically checked and require an answer to the question on this page.

If you made changes to the calculation on the Disposal Rate Calculation page, you will need to complete and submit the Report Year Disposal Modification sheet. The Report Year Disposal Modification sheet is now a fillable pdf form that can be submitted in your EAR along with any supporting documents. The form requires Adobe Acrobat Reader 7 or above to view and edit the document. If you do not have the latest version of Adobe PDF Reader, click on the Get Adobe Reader picture to download the latest version. Select the 'Reporting Year Disposal Modification Certification Sheet (PDF)' to load, edit and save the Report Year Disposal Modification sheet.

Select the 'Document Management' button to upload the 'Reporting Year Disposal Modification Sheet' and any supporting documentation. All Disposal Modification documents must be uploaded before the EAR is submitted. If you do not upload your disposal modification form in the EAR, you can mail or fax the form to CalRecycle within 7 business days of submitting your Electronic Annual Report.

NEW for 2017! **Green Material ADC (AB 1594) reporting**: Pursuant to Public Resources Code (PRC) Section 41781.3, beginning in the 2017 EAR, all jurisdictions that had green waste used as ADC in their annual DRS report are required to include information in the EAR regarding the plan to address how green material that is currently being used as ADC will be diverted as of the year 2020.

You are required to select the "Edit" button and the "Save" button to complete this section even if there are no adjustments in the selected checkboxes. By saving the record, you acknowledge that you have reviewed the checked boxes, made any changes, and accepted the responsibility for providing the supporting documentation for the checked boxes. Note: if adjustments were made to the disposal data, the supporting documentation is due within 7 business days via mail, fax or e-mail. Until this information is received, the report will not be deemed complete, and the requested adjustments will not be included in staff analysis or Jurisdiction Review.

Disposal Rate Accuracy

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided. You are required to select the "Edit" button answer the question and select the "Save" button to complete this section.

Planning Documents Assessment

There are several question that require a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional. This second option allows you to make *updates* to your planning documents via the EAR.

You are required to select the "Edit" button to answer the questions and select the "Save" button to complete this section.

Summary Plan Assessment (This section is only applicable and available to Unincorporated Counties and Regional Agencies)

There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided. If you select "No" more information is optional. This second option allows you to make *updates* to your planning documents via the EAR.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Siting Element Assessment (This section is only applicable and available to Unincorporated Counties and Regional Agencies)

There are three questions. Only question 3 has a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional. This second option allows you to make *updates* to your planning documents via the EAR.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

Areas of Concern / Conditional Approvals

There are two questions that require a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

SRRE and HHWE Diversion Programs

Each program listed must be updated either through the "Diversion Programs – EZ" or by selecting each program individually.

The "Diversion Programs – EZ" button allows you to update the diversion tonnage information and leave the status and notes as is. Any program without previous tonnage information will have to be updated individually (e.g., after updating any diversion tonnage data, selecting the "SAVE" button, and seeing the diversion tonnage was successfully updated, you select the "Back" button. This returns you to the Diversion Programs page.

If any red asterisks "*" are shown in the "**INFORMATION INCOMPLETE"** column, you will need to go into each such program and update the data. Select the program, select the "Edit" button and then select the "Save" button. You can then select the "Back" button to return to the list of programs.

Regardless whether you use the EZ feature, to complete this section you must update each program. As programs are completed the red "*" will be removed from the "Information Incomplete" column.

Beginning with the 2016 EAR, even after using the EZ feature, Mandatory Commercial Recycling 'Education and Outreach' and 'Monitoring' program information for Code 2030-RC-OSP Commercial On-site Pickup and Mandatory Commercial Organics Recycling 'Education and Outreach' and 'Monitoring' program information for Code 3035-CM-COR is required to complete this section.

For each program that is updated individually, the following information is required:
- Program Name
- Existed before 1990: Yes/No (New program only)
- Selected in SRRE: Yes/No (New program only)
- Jurisdiction owned or operated: Yes/No
- Report Year Diversion Tons (Enter 0 if tonnage is unknown)
- Program Start Year
- Program Status

You can also add new programs that started during the report year by selecting the 'Add Program' button.

Additional Information

Section 1: There is one question that requires a "Yes" or "No" response. If you answer "Yes" you must provide more information in the comment box provided.

Section 2: This section allows you to verify waste and recycling hauler information in your jurisdiction. The system will list waste and recycling haulers CalRecycle is aware of that operate within your jurisdiction and will contain information from CalRecycle's FacIT database about that hauler. Your assistance to verify this information is optional but would help us to get the most accurate information possible about haulers in your jurisdiction.

You are required to select the "Edit" button to answer the questions and select the "Save" button to complete this section.

Large Venues and Events

Large venues and events section has several parts:
- Basic Information
- Practices
- Material Types
- Programs

Add Venue/Event

When adding a NEW venue record you must complete the Basic Information first. Several fields on this page are required before you may save the record.

- Venue/Event Name
- Physical Address (includes city, state and zip)
- Mailing Address (includes city, state and zip)
- Venue/Event Type

If you check "Venue failed to supply information/refused to cooperate" at the bottom of this screen you do not have to complete the remaining tabs.

Practices

You are required to select the "Edit" button to complete the required information and select the "Save" button to complete this section.

There is a question that requires a "Yes" or "No" response. If you answer "Yes" you are required to provide more information in the comment box provided. If you select "No" more information is optional.

You are required to select the level of implementation.

You are required to enter the Disposed and Diverted Tons. If you are not sure of the amount you must enter zero.

If you have copied the venue from a previous year you are required to update the Disposed and Diverted tons.

Material Types

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section. This will verify that you have reviewed and completed the section.

Programs

You are required to select the "Edit" button to answer the question and select the "Save" button to complete this section.

You are required to select at least one Program before you can complete the section.

Copy Venue/Event

When copying information from a previous year all the information from each section will be copied with the exception of the "Disposal Tons" and "Diverted Tons" found on the Practices tab.

You are required to complete the "Disposal Tons" and "Diverted Tons" for each venue/event.

Mandatory Commercial Organics Recycling

AB 1826 requires businesses that generate a specified amount of organic waste per week to arrange for recycling services for that waste, and for jurisdictions to implement a recycling program to divert organic waste from businesses subject to the law, as well as report to CalRecycle on their progress in implementing an organic waste recycling program.

Additionally, AB 876 requires counties and regional agencies to address longer-term planning for organics infrastructure by requiring counties and regional agencies to report this information in the Electronic Annual Report (EAR) commencing on August 1, 2017.

1. An estimate of the amount of organic waste, in cubic yards or tons, that will be disposed by the county or region over a 15-year period.

   Please indicate which unit of measurement you are reporting in for this question and the rest of this report tab. Tons Per Year (TPY) Cubic Yards Per Year (CYPY)

a. An estimate of the additional organic waste recycling facility capacity that will be needed to process the amount of organic waste identified in (1) above.

2. Areas identified by the county or RA as locations for new or expanded organic waste recycling facilities capable of safely meeting the additional organic waste recycling facility capacity need identified in (2) above.

   Note: Beginning with the 2017 EAR, # 1 and #1a may be answered in Tons Per Year or Cubic Yards Per Year.

Beginning with the 2017 report year, the AB 876 (Organics Management Infrastructure Planning) Calculator now has additional lines to show users how much of the county's/regional agency's organic waste stream is comprised of food waste. Of all the fractions of the organics waste stream, food is the most difficult to process. Chip and Grind facilities are limited to processing green material which expressly excludes food waste [(14 CCR Sections (a)(10) and (a)(21.)]. Therefore, if a jurisdiction's organics capacity planning primarily relies on Chip & Grind, there is a shortfall of food waste capacity. Only a limited number of all composting facilities are permitted to take food waste; contact your hauler or facility operator to find out whether they are permitted to take food waste, or if they have plans to expand their permit to accept food waste in the future. In-vessel digesters are still fairly uncommon, but many of these do accept food waste. Additionally, do not overlook food waste reduction and edible food rescue programs in your planning.

The Organics reporting fields contain several pieces of information on six different tabs. Different types of reporting entities have different questions that must be completed:
- Rural jurisdictions with an exemption will have the option, with no required fields, of answering each question in this section.
- Rural counties and regional agencies are required to answer questions pertaining to AB 876 on the "Infrastructure and Barriers" tab, remaining questions are optional.
- Non-Rural jurisdictions are required to complete many of the questions in this section, AB 876 questions on the "Infrastructure and Barriers" tab, should be locked and unanswerable.
- Non-Rural counties and regional agencies are required to complete many of the questions in this section, as well as the AB 876 questions on the "Infrastructure and Barriers" tab.

The Organics tabs Include:
1. Identification of covered businesses/multifamily complexes
2. Education and Outreach
3. Monitoring
4. Infrastructure and Barriers
5. Enforcement, Self-Haul Requirements, and Exemptions
6. Additional Information

Submit Confirmation

Once all the sections have been completed the "Submit Annual Report" button will be visible. You may review (save and share, if appropriate) your report prior to submitting it by selecting the "Report Summary" button.

Once you select the submit button you will receive an email confirming the submitted report and you will no longer be able to make changes. If you need to update an Annual Report that already has been submitted, please contact your LAMD representative. They will work with you to update your Annual Report as a part of CalRecycle staff review or un-submit your Annual Report, if applicable.

Once you push the "Submit Annual Report" button, you are done and will no longer have the ability to modify the data.